Subject: KWIC Loss of Physical Structure

Effective Date: October 1, 2004   Revised from: KWIC Disaster Plan

Policy: Local Agencies must follow emergency procedures in the event of an emergency situation. Incorporate procedures to continue WIC benefits into the local Office Emergency and Business Recovery Plan. An Emergency is defined as any situation that threatens the continuity of Local Agency operations or the safety of its personnel. Emergencies include disasters and states of emergency as declared by the Governor.

Procedure:

Each local agency will determine whether a facility is structurally ready to provide automation services. If a temporary location is required:

KWIC operations staff can configure either desktop or notebook computers and a mobile network to be established at a site in the community (i.e. fire station, community center, church, etc.). The following steps will be completed:

1.   KWIC operations staff will re-extract the clinic database from the consolidated server.

2.   KWIC operations will direct the Database Administrator to download the extracted database onto the PC or laptop server along with the latest version of the Client Services application.

3.   KWIC operations will prepare additional laptops and PC's to serve as mobile workstations and test the mobile network.

4.   KDHE will arrange for the shipment of the equipment to the affected community along with written instructions for operation of the mobile network (prepared by KWIC operations).

5.   Local agency staff will provide services in the community as an independent mobile clinic.

Note: The primary time factor in re-establishing WIC services will be the procurement of equipment.

If a new permanent facility is required, the following steps will be completed:

1.   Identify and prepare a new facility – the local agency will locate a new facility for WIC operations. Local agency technical staff will identify locations for the server and other equipment, and will check the adequacy of security, air conditioning, and power supply.

2.   Connect facility to telecommunications network – Local agency staff will install telecommunications equipment and link the facility to the KDHE wide area telecommunications network.

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3.   Cable local area network – Local agency staff will install or arrange to install telecommunications drops serving users.

4.   Replace facility hardware – Local agency staff will procure and install replacement workstations, server(s) and printers equivalent in functional aspects to the original.

KDHE may assist with or provide funds to the local agency for the previous steps.

5.   Reinstall software – For distributed sites only, KWIC operations staff will re-extract the facility database and install the database with application software at the facility. Operations staff will ensure that the server has been properly configured for the ASA database service and the application software.